



Introduction to DragonNET

February 2015



What is DragonNET?

- DragonNET is a web-based portal and application suite powered by **Google**
 - Provides Gmail to our wing
 - Google calendar
 - File sharing
 - Instant messaging



Why is NJ Wing using DragonNet?



- DragonNET makes it easier for members to communicate , share and preserve important "corporate knowledge"
- Increases the professionalism of our appearance when we work with agencies outside CAP
- Allows access from any web connected PC
- Allows 24/7 access to files and applications
- **DragonNET and DragonMAIL are *THE* official electronic communications method for all CAP related business in NJ Wing.**



What do I need to do?

- Register on DragonNET
 - Every member of NJ Wing has an account already established for them. It only becomes active after registration.



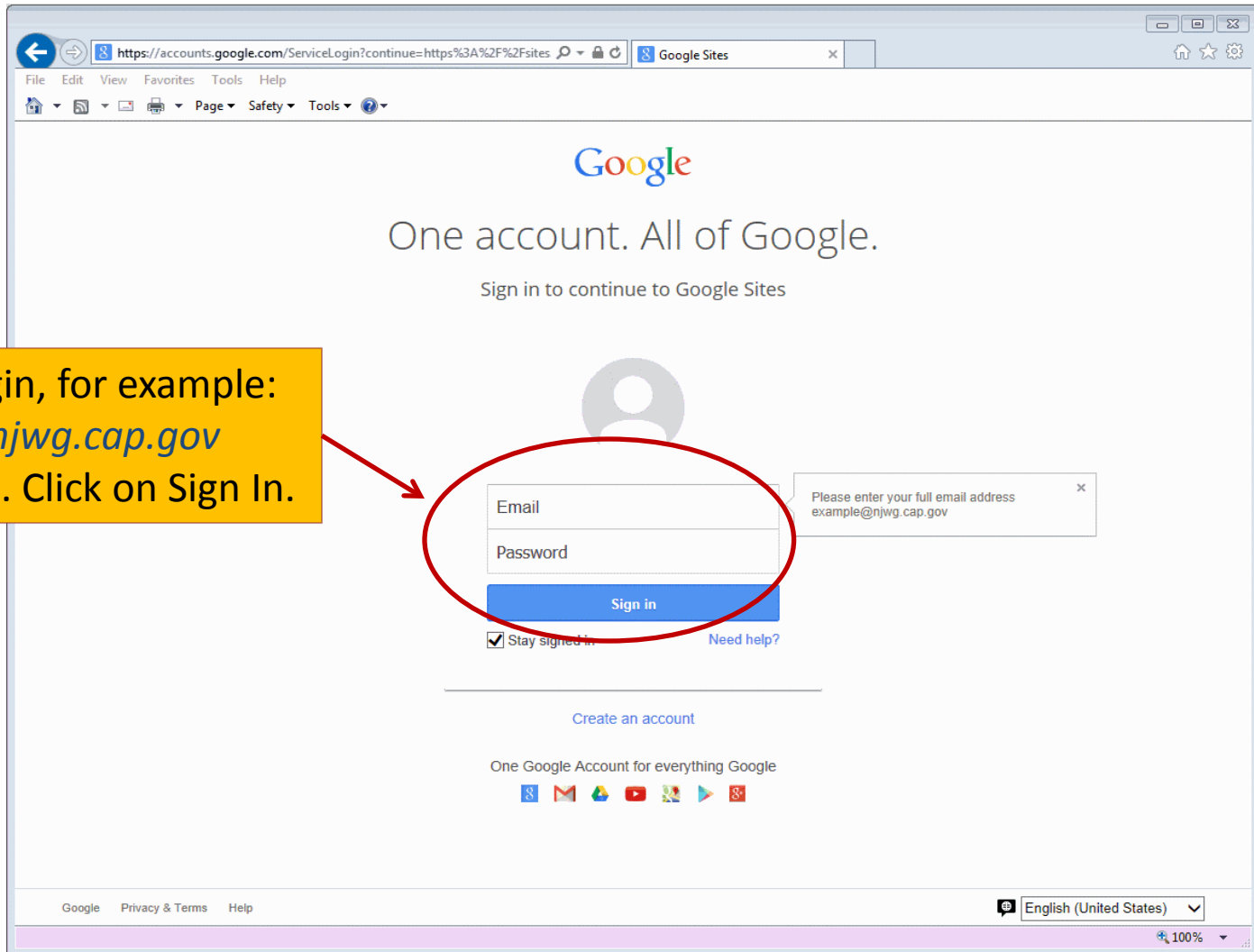
How do I register?

- Go to <http://njwgdragonnet.appspot.com>
- Your login is: ***firstname.lastname***
- The names are the same as printed on your CAP ID card.
- In cases where there are two members with the same name, such as John Smith, the login depends on certain circumstances.
 - If it is a Senior Member and a cadet, the Senior Member will be *firstname.lastname* and the cadet will be *firstname.lastname2*
 - If it is two cadets or two Senior Members, the senior persons login is *firstname.lastname* and the junior persons login will be *firstname.lastname2*
- Your temporary password is your **njCAPID**. For example, **nj654321**. You will be required to change your password on the first login.



DragonNET Login Page

Go to the following URL: <https://njwgdragonnet.appspot.com>

A screenshot of a web browser showing the Google login page. The address bar shows the URL "https://accounts.google.com/ServiceLogin?continue=https%3A%2F%2Fsites.google.com/". The page content includes the Google logo, the text "One account. All of Google.", and "Sign in to continue to Google Sites". Below this is a login form with fields for "Email" and "Password", a "Sign in" button, and a "Stay signed in" checkbox. A red oval highlights the login form fields. A yellow callout box on the left contains the text: "Enter your login, for example: John.Smith@njwg.cap.gov and password. Click on Sign In." A tooltip above the email field says "Please enter your full email address example@njwg.cap.gov". At the bottom, there are links for "Privacy & Terms" and "Help", and a language selector set to "English (United States)".

Enter your login, for example:
John.Smith@njwg.cap.gov
and password. Click on Sign In.



The DragonNET Landing Page

DragonNET - Windows Internet Explorer
https://sites.google.com/njwgcap.gov/dragonnet/?pli=1

File Edit View Favorites Tools Help

Favorites DragonNET

Mail Calendar Documents Sites Video Groups more

tom woods@njwgcap.gov

Google sites Home New Jersey Wing Civil Air Patrol

Create page Edit page More actions

Search this site

Welcome

Email:

Phone: 609-723-8200 (Office) 609-723-8470 (Fax)

<http://njwgcap.gov>

Follow us on:

Navigation

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DragonNEWS
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FAQ

NCD 2011 Challenge

Home

CIVIL AIR PATROL

DRAGONNET

N.J. WING

Welcome to DragonNET, New Jersey Wing's secure internal network, powered by Google Apps!

Stay up-to-date with the latest updates and announcements from [DragonNEWS](#).

DragonNEWS

Latest News NJCAP Announcements USAF News NASA News

[Official Site of the U.S. Air Force - Today's News](#) by alnews@dma.mil (Robert Genova)
Official Site of the U.S. Air Force - Today's News

[Emergency management campaign helps Airmen 'Be Ready'](#)
[Friday, September 23, 2011 4:03:35 PM]

[Air traffic controllers prepare to pass torch to Iraqis](#)
[Friday, September 23, 2011 3:49:48 PM]

[Civilian career development webcasts slated Sept. 27, 29 and 30](#)
[Friday, September 23, 2011 3:29:55 PM]

Error on page.

Internet | Protected Mode: On

Click on Mail





DragonMail Inbox

Click on the icon at the top right of the page and scroll down to Settings. Click there.

The screenshot shows the DragonMail inbox interface. At the top left is the DragonNET logo. A search bar is at the top center. On the top right, the user's email address 'tom.woods@njwg.cap.gov' is displayed. Below the search bar is a 'Mail' menu and a row of icons for actions like check, lock, mute, delete, print, share, refresh, and more. A red arrow points to a gear icon (Settings) in the top right corner. On the left side, there is a 'COMPOSE' button and a list of folders: Inbox, Important, Sent Mail, Drafts, All Mail, Spam (1), Trash, [imap]/Drafts, Deleted Messages, Norton AntiSpam Fold..., Sent Messages, and More. The main inbox area shows a message list under the 'Unread' filter. A message from 'me' is selected, with the subject 'Pre-Flight Inspections - Important - March 12, 2014 Pilots: During the SAREX last weekend, several of the aircraft were given a spot'. Below it is a message from 'Porath, Franklin' with the subject 'Wing Conference Seminars - All. Thank you for being part of the 2014 New Jersey Wing Civil Air Patrol Conference on Saturday, Mar 11'. At the bottom, there is a storage usage indicator (0.02 GB of 30 GB used), copyright information (©2014 Google), and a 'Powered by Google' logo.





DragonMail Forwarding

Go to the Forwarding and POP/IMAP tab

The screenshot shows the DragonMail web interface. At the top left is the DragonNET logo. A search bar is at the top right. Below the search bar is a navigation menu with tabs: Mail, Settings, Forwarding and POP/IMAP (highlighted with a red circle and arrow), Chat, Labs, Offline, and Themes. The 'Forwarding and POP/IMAP' tab is active, showing the following settings:

- Forwarding:** Disable forwarding, Forward a copy of incoming mail to [dropdown] and keep New Jersey Wing Civil Air Patrol Mail's copy in the Inbox [dropdown]. There is an "Add a forwarding address" button below.
- POP Download:** [Learn more](#).
 - 1. Status: POP is enabled for all mail that has arrived since 3/28/11.
 - Enable POP for all mail (even mail that's already been downloaded)
 - Enable POP for mail that arrives from now on
 - Disable POP
 - 2. When messages are accessed with POP: keep New Jersey Wing Civil Air Patrol Mail's copy in the Inbox [dropdown]
 - 3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) [Configuration instructions](#)
- IMAP Access:** (access New Jersey Wing Civil Air Patrol Mail from other clients using IMAP) [Learn more](#).
 - Status: IMAP is enabled
 - Enable IMAP
 - Disable IMAP
 - When I mark a message in IMAP as deleted:
 - Auto-Expunge on - Immediately update the server. (default)
 - Auto-Expunge off - Wait for the client to update the server.
 - When a message is marked as deleted and expunged from the last visible IMAP folder:
 - Archive the message (default)
 - Move the message to the Trash
 - Immediately delete the message forever
 - Folder Size Limits
 - Do not limit the number of messages in an IMAP folder (default)
 - Limit IMAP folders to contain no more than this many messages [1,000 dropdown]
 - Configure your email client (e.g. Outlook, Thunderbird, iPhone) [Configuration instructions](#)

At the bottom of the settings page are "Save Changes" and "Cancel" buttons. The footer contains: "0.02 GB (0% of 30 GB used) Manage", "©2014 Google - Terms of Service - Privacy Policy - Program Policies", "Powered by Google", and "Last account activity: 9 minutes ago Details".





Mail Forwarding

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs Offline Themes

Forwarding:
[Learn more](#)

Disable forwarding
 Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by creating a filter.

POP Download:
[Learn more](#)

1. Status: **POP is enabled** for all mail that has arrived since the last time you checked for mail.
 Enable POP for all mail (even mail that's already been downloaded)
 Enable POP for mail that arrives from now on
 Disable POP

2. When messages are accessed with POP:

3. Configure your email client (e.g. Outlook, Eudora, Netscape) [Configuration instructions](#)

IMAP Access:
(access New Jersey Wing Civil Air Patrol Mail from other clients using IMAP)
[Learn more](#)

Status: **IMAP is enabled**
 Enable IMAP
 Disable IMAP

When I mark a message in IMAP as deleted:
 Auto-Expunge on - Immediately update the server. (default)
 Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:
 Archive the message (default)
 Move the message to the Trash
 Immediately delete the message forever

Folder Size Limits
 Do not limit the number of messages in an IMAP folder (default)
 Limit IMAP folders to contain no more than this many messages

Configure your email client (e.g. Outlook, Thunderbird, iPhone) [Configuration instructions](#)

• Enter your preferred email account here. For example: jsmith@gmail.com

• Select "delete New Jersey Wing Civil Air Patrol Mail's copy"

- Email will be forwarded to the address you enter here.
- That's all you have to do.

• Click on Save Changes at the bottom of the page and exit DragonMail

• You are done!



Set Up for Mobile Device Access

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs Offline Themes

Forwarding:

- Disable forwarding
 Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:

1. Status: POP is enabled for all mail that has arrived since 3/28/11
 Enable POP for all mail (even mail that's already been downloaded)
 Enable POP for mail that arrives from now on
 Disable POP

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:

(access New Jersey Wing Civil Air Patrol Mail from other clients using IMAP)
[Learn more](#)

- Status: IMAP is enabled
 Enable IMAP
 Disable IMAP

When I mark a message in IMAP as deleted:

- Auto-Expunge on - Immediately update the server. (default)
 Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:

- Archive the message (default)
 Move the message to the Trash
 Immediately delete the message forever

Folder Size Limits

- Do not limit the number of messages in an IMAP folder (default)
 Limit IMAP folders to contain no more than this many messages

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

• Setup the following parameters



Questions???